



CITY OF PLEASANT HILL

(925) 671-5209
FAX (925) 682-9327

www.pleasanthill.ca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

The following submittal information must accompany each minor subdivision application for the application to be deemed complete. Some minor subdivisions may require more than one approval (such as a variance), thus, applicants are encouraged to process concurrent applications. The staff will review the submittal requirements with each applicant to ensure the most efficient processing and to see if any submittal requirements can be reduced or waived. The submittal information is described in detail below.

The submittal information shall be provided to the Community Development Department. All submittal information shall be presented along with the community development application form, related fees, and any additional information required by the community development department before the application can be accepted as complete.

Size limit: Plans should be no larger than 24" x 36" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS BY NUMBER:

NUMBER OF COPIES

- 1 ☐ 1. **Application form** - completed and signed.
- 1 ☐ 2. **Fee** - check payable to the City of Pleasant Hill. The applicant shall provide a plan checking fee deposit with the Public Works Department prior to the application being determined complete.
- 1 ☐ 3. **Title report** - a preliminary title report for all parcels, prepared within three months prior to filing the application.
- 1 ☐ 4. **Written statement** - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.
- 1 ☐ 5. **Participant Disclosure Form** - completed and signed.

- 1 ☐ 6. **Environmental Information Form** - completed and signed.
- ☐ 7. **Parcel Map** - A person dividing a parcel into four (4) or less lots, or when a parcel map may be otherwise be required by the Subdivision Map Act shall file a map with the following information:
- a) **Map** - The tract name, tract number, north arrow, scale, date and a vicinity map to show the location and boundary of the proposed tract and existing street pattern in the immediate vicinity.
 - b) **Names** - Names and addresses of record owner and subdivider; name, address, and registration or license number of engineer or surveyor.
 - c) **Roads** - Locations, names, and present width of adjacent roads, streets, highways, ways, or intersections, as well as those proposed in the new subdivision.
 - d) **Structures** - All existing adjacent structures and improvements and names of adjacent owners.
 - e) **Topography** - Contour lines having intervals of not over two (2) feet for ground slopes under five (5) percent and not over five (5) feet for ground slopes over five (5) percent extending fifty (50) feet or more beyond subdivision property lines. Within the hillside areas, contours of existing and proposed grading and required cross-sections shall be shown on a tentative map. The plan shall show existing contours on these properties surrounding the subject property.
 - f) **Curves** - Approximate centerline radii of all curves.
 - g) **Soils and Geologic Report** - a preliminary Soils and Geologic Report, prepared by a licensed Civil Engineer specializing in soils engineering, based upon adequate test borings. The report shall indicate the presence of any critically expansive soils or any other soils problems, which, if not corrected may lead to structural defects. The report shall contain a geologic map and description of geologic formations and structures significant to the safety and performance of improvements; include faults, existing active or inactive landslides, and areas subject to earthquake ground failure because of liquefaction. The report shall also indicate any area subject to inundation or storm water overflow and of all areas covered by water courses.
 - h) **Utilities** - Approximate street grade and storm drain locations (existing and proposed), and sanitary sewers (existing and proposed) to be shown.
 - i) **Public areas** - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
 - j) **Easements** - Show all easements of record, including sufficient recording data to identify the conveyance (book and page of official records).
 - k) **Roads** - The edges of pavements of existing paved roads, driveways, and edges of existing travelways within public rights-of-way and easements or within private common rights-of-way.
 - l) **Elevation** - Show bench mark based on U.S.C. & G.S. datum 1929.
 - m) **Lots** - Lot layout, dimensions and area of each lot (in square feet).

- n) **Trees and Tree Report** - The location and species of all existing trees within the boundaries of the subdivision which have a trunk diameter of three (3) inches or greater measured at three (3) feet above the ground. The applicant shall provide an independent report by a certified arborist, licensed landscape architect or other professional approval by the Community Development Director describing the condition of each tree.
 - o) **Roadway geometrics** - Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strip, median strips, slopes of cuts and fills, and other construction proposed or applicable.
 - p) **Features** - building appurtenances and features, including balconies, decks, landscaping, stairs, and roof lines to be shown.
 - q) **Phasing** - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.
 - r) **Coverage** - tabulation of building, landscaping, open space and paving.
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- 1 ☐ 8. **Transparency** - an 8 1/2" x 11" clear transparency reduction of all plans for overhead projection and a 35 millimeter slides.
 - 1 ☐ 9. **Reduction** - an 8 1/2" x 11" black and white reduction of each plan.
 - 1 ☐ 10. **Site photographs** - (Polaroid is acceptable) to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the picture were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view.
 - 1 ☐ 11. **Rendered subdivision map**
 - 1 ☐ 12. **Cost Recovery Agreement** – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects.
 - ☐ 13. **Additional information**
 - A. Aerial photograph
 - B. Perspective sketches
 - C. Models
 - D. Other:_____